

The INTERVIEW

Research, Rehearse and Relax

No matter how well qualified you are for a job or how articulate you are about your strengths and experience, there is nothing that can replace preparation. Once you have practiced asking and answering questions, the next step is to relax and remind yourself that:

There's no question you can't answer.

You are well suited to the position.

You would be an asset to the company.

Visualize yourself sitting in the interview feeling confident. Get a good night's sleep before the interview, arrive a few minutes early, take a few deep breaths and seize the day.

Research Before the Interview

Do your homework before interviews by researching the interviewer, the company and the industry. There are a variety of ways to research:

- Library (books, periodicals, magazines, etc.)
- Literature from company's public relations department
- Annual reports
- Search the internet

You should become familiar with the organization's products, structure, services, financial status, competitors, reputation and any recent major

changes. In addition, try to discover information about the person you will meet (background, style, education, and their "hot button" issues).

Prep for the Interview

To fully prepare for any interview you should identify some things:

- Transferable skills
- Key accomplishments
- Management style
- Unique selling or promotional features
- Personal and professional strengths

One of the best ways to prepare for interviewing is by writing out your answers to key interview questions then practicing them. Career counselors and outplacement specialists alike, remind transitioning executives and professionals of the necessity to look and act the part of a self-confident and successful person even if one does not particularly feel it.

With a friend or co-worker, organize and review your answers to both tough and basic questions.

In preparing your answers to these questions, think of yourself as a candidate in a political campaign. A skillful candidate is focused on the message he or she wants to communi-

cate. Rather than being led by the interviewer's questions, candidates stay in control with responses that articulate what they want the listener to remember. Ask yourself, "What is my goal in the interview?"

The most important question is "Why should we hire you?" Answering this will require research and preparation. You must first identify and understand the needs of the company and the problems that the ideal candidate must be prepared to solve. Information sources include networking contacts, search firms, vendors, the press, the Internet, news outlets. Be prepared to convince the interviewer that you are uniquely qualified to make a contribution.

The more you practice your answers, the more your confidence will grow. Rehearse until you can easily answer questions with clarity, spontaneity and crispness.

Everyone can use interview practice. You might be surprised to know that even the most extroverted, self-confident, verbal, "sales-person type" needs help in thinking through, organizing the answers to and rehearsing the interview questions.

The Interview

Relax — you are ready and confident. Arrive about 10-15 minutes ahead of time so that you can make sure that your appearance is intact.

- Act like a consultant not an applicant. Think of yourself in problem-solving mode, in partnership with

your interviewer.

- Engage in a dialogue, don't put yourself in a question/answer mode. Let silence occur.
- Present your value, and always protect your dignity and self worth. Be engaging and enthusiastic.

Always leave the interview with a knowledge of the next step and with a sense of how your candidacy will be evaluated. Ask: "How would you like to proceed? Have I provided you with the information you need? Where are you in the process? What will happen next? When should I plan to follow up?"

Presented by Don Monaco of
The Strickland Group
[http://
content.monster.com/
jobinfo/interview/trr/](http://content.monster.com/jobinfo/interview/trr/)

Typical Interview Questions

Every interview is different, but generally the same type of questions are asked.

By going through the list below and preparing real answers to each of the questions you will be ready to face some of the more common questions.

What would make someone successful in our business?

What role do you take in a group situation? Give examples.

What research have you done on our firm and on our industry?

What is the most adverse situation you've had to deal with in your personal or professional life? How did you deal with it? What was the outcome?

How have you developed your interpersonal skills?

Describe your problem solving skills.

Give me an example of a complex problem you solved.

What are your short-term and long-term objectives?

What do you look for in a job and why do you look for those things?

Why are you looking for a new job or why did you leave your old one?

Describe the perfect job.

Why should I/we hire you?

What are the five biggest accomplishments of your life?

If you could change something in the course of your life, what would you change?

Describe your ideal picture of success.

What would you look for in hiring people? For this job?

Why do you want to work in this industry, and for our company?

Remember when preparing your answers to these interview questions that the more specific you are the better. For instance, rather than saying: "I have excellent computer skills" say "I have used computers regularly since my first year at college and I am confident in Microsoft Word, Excel, and PowerPoint."

<http://web.uct.ac.za/org/sac/questns.htm>



INTERVIEWING WEBSITES

The Internet has an incredible amount of information to assist you in exploring career information, seeking employment and researching colleges or training programs. Remember that you can get free access to the Internet at your local public library, community college, or nearest NH Employment Security Resource Center. Listed below are some excellent websites:

www.quintcareers.com Quintessential Careers is the ultimate career, job and college site, offering expert career and job hunting advice, as well as links to all the best job sites. Special sections for teens, college students and all other job seekers (by industry, geography and job seeker type) make this site a comprehensive resource.

www.careersandcolleges.com Sponsored by the Careers and Colleges quarterly publication, in partnership with 30 quality organizations, this site covers the gamut of career and college information. This site hosts a virtual guidance counselor. Search for information by career or major, get tips for success once you're on the job, and much more.

www.edonline.com Sponsored by Education Online, this is a guide to college entrance preparation covering careers, colleges, financial aid, scholarships, admission tips, ACT/SAT, and features several self-evaluation checklists.

www.embark.com Find the right college, graduate school, on-line learning program, and get recruited. This site also features an adult education guide for Lifelong Learning.

www.careers.org This site is a directory of career directories.

www.monster.com Monster lists hundreds of thousands of jobs, and its Career Center features over 1,700 pages of targeted career advice for all levels and areas of employment.

www.careermag.com A comprehensive site with information and resources on every aspect of work for employers, workers, and job seekers. Features include Post-A-Resume, Post-A-Job, Employer Profiles, and daily Hot Topics.

www.ajb.org Highlights job openings listed with state employment service offices across the United States. Post resumes on the Talent Bank at no cost.

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